

American University of Central Asia

Build Your Future!

Advising and Career Services
Report 2009-2010

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www.career.auca.kg
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I. Mission and Purpose

The Advising and Career Services enhance and support the academic mission of the University through high quality comprehensive career services and programs, which will assist students and alumni in meeting their career development goals. We also strive to improve advising services for students provided by the faculty advisors. Our goal is to provide active support to advising faculty and coordinate their advising activities.

To fulfill its mission Advising and Career Services focuses on planning services for students and alumni, coordinating field experience educational opportunities, including internships and community services/volunteerism for students, and providing job placement opportunities and transition services for students and alumni. In addition, training sessions are conducted for faculty advisors on advising and career issues.

II. Career Services, Events, and Activities

1. Career Fair: Preparation and arrangements.

A series of Career events directed towards specific goals – preparing AUCA students to participate at the **“Today Students – Leaders Tomorrow!”** Career Fair scheduled for the second week of April, 2010. The main goal of the event is to give young professionals and students an opportunity to become familiar with modern business environment, to learn the contemporary employers' requirements, as well as to present themselves at the labor market as young, motivated, and enthusiastic people with high level of knowledge and skills. Due to the political instability caused by the ongoing turmoil during the first and second weeks of April 2010, Career Fair was cancelled; however, most of the events took place and turned out to be useful and effective.

The events included the following:

#	Event	Comments	Date held
1	Whom and What potential employers are looking for? On-campus presentation on needs and requirements of contemporary labor market.	Presentation was conducted by Mr. Uluk Kadyrbaev, AUCA alumnus, who works as Executive Director of Bishkek Business Club and Ms. Ainura Cholponkulova, Executive Director of AmCham who presented the results of “The demand for professionals in the private sector” research recently conducted by “Egalite” Public Foundation	January 27, 2010
2	Be the perfect job applicant! On-campus presentation on needs and requirements of contemporary labor market.	The presentation was delivered by Mr. Kuban Ashyrkulov, Executive Director of International Business Council and Mr. Ian Claytor, General Director, Celestial Mountain Tour Company, Chairman of the IBC Tourism Committee.	February 25, 2010
3	Starting your business in CA. Hiring and other issues On-campus presentation on needs and requirements of contemporary labor market.	The presentation was delivered by Ms. Dilbar Ashimbaeva, Lead designer and Director of the “Dilbar” fashion house.	March 18, 2010

4	Demands for professionals in SMEs. On-campus presentation on needs and requirements of contemporary labor market.	The presentation was delivered by Mr. Emil Umetaliev, president of the “Kyrgyz Concept” company.	March 30, 2010
5	Self-marketing tools: “Resume” workshop	Workshop was delivered by Lira Djuraeva, ACS Director	March 19, 2010
6	Self-marketing tools: “Cover Letter” workshop	Workshop was delivered by Natalia Slastnikova, Executive Director for Leadership Development	March 31, 2010
7	Self-marketing tools: “Asking for recommendation letter” workshop	Workshop was delivered by Lira Djuraeva, ACS Director	March 23, 2010
8	Self-marketing tools: “Interview preparation” workshop	Workshop was delivered by Lira Djuraeva, ACS Director	April 16, 2010

2. On-Campus Presentations and Workshops

During this academic year Career Services organized a number of on-campus presentations on career planning and development issues.

#	Theme	Presentation provided by	Date held
1	Study in the US: individual approach and financial aid finding	Ms. Elena Tatarkova, Bishkek Resource Center	October 8, 2010
2	Career Perspectives in the area of Economic Development in Central Asia, particularly in Kyrgyzstan	Dr. Emil Karailiev, GTZ	March 16, 2010
3	International Internship Opportunities with AIESEC	AIESEC representatives	April 6, 2010, September 3, 2009
4	DAAD Scholarships for Kyrgyzstan	Victor Tsoi, DAAD	September 8, 2009
5	Soros Scholarship Programs for Graduate School	Ms. Rokia Rustemova, Soros Foundation Kyrgyzstan	October 28, 2009
6	Muskie Fellowship Program	Ms. Tolgonai Doogoncjieva, IREX	October 27, 2010
7	Central European University: Application Process, Research, and Study	Ms. Rokia Rustemova, Soros Foundation Kyrgyzstan Dr. Mateo Fumagali, Director of PhD Program, CEU	November 12, 2009
8	UGRAD Program	Ms. Tolgonai Dogonchieva, IREX	November 18, 2009
9	How to write a statement of Purpose for graduate school	Workshop was delivered by Lira Djuraeva, ACS Director	October 29, 2009
10	Graduate School Opportunities at the University of Tsukuba, Japan	Dr. Nobutaka Suzuki, University of Tsukuba, Japan	October 14, 2009
11	World Bank Project on Economic Development implemented by the Ministry of Economic Development	Mr. Kanimetov, Ms. Ten, Ministry of Economic Development	October 1, 2009
12	Graduate School Opportunities at the American University of Armenia	Ms. Rebecca Carter, American University of Armenia	September 25, 2009
13	Financial Markets as Investment Policy Success	TeleTrade International Financial Company	September 16, 2009

3. Individual Career Counseling

During this year we provided a number of students of different programs and alumni with individual career counseling. Mostly, in the beginning of the Fall semester 2009 students were interested in consultations on graduate school both in the countries of the former Soviet Union and Western countries, as during Fall and beginning of winter is time of applying to graduate school. At the end of the Spring semester 2010 students were mostly interested in summer internships, part-time job opportunities, and full-time employment. We provide them with useful information on how to apply for internship, in the company of their interests and we also give them contact information on our partners who are ready to have interns from AUCA and distribute vacancies among the AUCA students and alumni.

4. Advising and Career Services Website

This year Advising and Career Services website was constantly updated and a lot of useful information on career planning and development was provided for the users of the site. The website contains the following information:

- Announcements on Career services events;
- Employers' manual – information on how to become a partner, what kind of services are provided for the employers, etc; employers also can place a vacancy on this site;
- Graduate school information;
- Grants and scholarship information;
- National and international internships;
- Handy information on self-marketing including:
 - Resume writing;
 - Cover letter;
 - Interview preparation;
 - Job search Strategies;
 - Career plan timeline;
- Students' national and international conferences, workshops, and seminars;
- Summer schools;
- Photo gallery.

The URL of the Advising and Career Services website is www.career.auca.kg

5. Statistical data:

During the 2009-2010 academic year Advising and Career Services sent out

- 193 vacancy announcements from 114 companies
- 37 internship announcements from 22 companies

Out of 229 AUCA 2010 alumni (including 13 MBA graduates) **52** were able to get a job. **35 students** got internships.

Out of 193 vacancy announcements from 114 companies that used ACS distribution services 43 companies never responded on the progress, 8 vacancies are still open, 6 vacancies were closed, 10 companies do not exist at the moment, 21 companies do not keep the record on the requested info.

Out of 37 internship announcements from 22 companies 7 companies never responded on the progress, 2 companies do not operate any more, 1 company does not possess the info, and 1 internship never took place.

III. Advising

1. AUCA Advising policy

On September 30, 2009 the final version of the AUCA advising policy was approved by the Academic Policy Committee. During the Fall semester 2009 the Academic Advising Policy for Preparatory Program was worked out and approved by the Enrollment Development Committee on January 22, 2010.

Both documents are available for all advisors on Resources H:\AUCA Policies and Regulations\AUCA Policies\AUCA Academic Advising.

2. Trainings for advisors

The first series of trainings for 3 groups of advisors was conducted at the beginning of the Fall semester 2009. The following issues were covered at the first series of trainings:

- General rules and regulations;
- Academic Honesty Policy;
- Graduation and retention;
- GenEd requirements;
- Financial aid regulations;
- AUCA Honor code. Students rights and responsibilities;
- Advising and career planning;
- On-line registration (for Software Engineering faculty only)

The second series of trainings was conducted for all major programs advisors and Preparatory program advisors during the fall break 2009. The topic of the training was: Advising in Liberal Education. It covered the following issues:

- Effect of liberal education
- Student's vision on liberal education
- GenEd and it's role in the educational process
- Changing attitude towards advising
- Role of advising in:
 - Liberal learning
 - Educational thinking and planning
 - Making career choices
- Advising as problem-based learning

Preparatory program advisors were also provided with the following trainings:

- Writing statement of purpose to enter AUCA
- Interview preparation to enter AUCA.

3. Advising and Retention

During the whole 2009-2010 academic year advisors were actively involved into the retention improvement issues. Together with the Director of Enrollment Development the whole strategy on advisors' participation in retention improvement was worked out. The tactics chosen by both departments on identifying academically at-risk students by the mid semester was approved by most of the advisors and turned out to be helpful in their work. It is planned to be used both by Enrollment Development and ACS offices during the next academic year.

4. Other Advising Issues

At the end of the Fall 2009 semester on December 22 and 23, 2009 two meetings with major programs advisors were conducted in order to raise the most challenging and problematic issues advisors have to face in their work while consulting their advisees. Based on these two meetings the following actions were undertaken to lighten the burden of technical character in the advising process:

- Difference on Social Sciences and Humanities courses in GenEd was specified in the time-table
- Electronic check-list was worked-out together with the IRT department staff members. This file keeps the information on fulfilling the GenEd, required and elective courses for students and calculates the number of credits that were taken and need to be taken to meet the academic requirements. It allows advisors to keep the record on the prerequisites and current and cumulative GPA of the advisee. This file system is also very useful in terms of advisor-advisees legacy, since all the data on every active student will be kept, in case the advisor is gone. The system is worked out for advisors' facility and is not forced to use.
- Advisors self-evaluation form was worked out. Based on the results of the evaluation, consistent follow-up will be undertaken during the 2010-2011 academic year.

Perspective plans for 2010-2011 academic year.

1. Career services

During the Fall semester 2010 career services will be concentrated mainly on graduate scholarship and non scholarship programs. The presentations will be delivered by the agencies that provide scholarships for the Central Asian students willing to acquire graduate degrees.

Also the presentation on individual search of funds and institutions with graduate studies will be delivered to the AUCA students and information on opportunity funds to cover visa and application fees, tests preparation and fees, transportation costs, books and settling in allowance.

A workshop on writing a statement of purpose for graduate school will be conducted during the Fall semester.

A number of company visits are also planned for both Fall and Spring semesters including: Manas transit center, Hyatt Regency Bishkek, Interglass.

During the Spring semester, career services will be mainly concentrated on professional orientation for seniors, and professional internships for juniors. A number of workshops on career planning and development tools will be conducted.

AUCA Career fair is scheduled for the beginning of April 2011.

2. Advising

Newly appointed advisors will be provided with the series of trainings on changing attitude towards academic advising and all the advisors will be provided with the trainings on new academic regulations and requirements.

Together with the IRT Department a series of trainings on on-line registration will be conducted.